

Enabling Emerging Growth

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COMPANY PROFILE

BACKGROUND INFORMATION

BG CONTA was set up at the beginning of 1996, having as a primary objective to provide to its client **accountancy, audit, due diligence, fiscal and business advisory, payroll and other related services**. Our deliverables and client communication are provided in **Romanian, English and French** languages.

BG CONTA is a member of the Romanian Chamber of Chartered Accountants (**CECCAR**), of the Romanian Chamber of Auditors (**CAFR**), as well as of the Chamber of the Romanian Fiscal Advisors (**CCF**).

BG CONTA has established a quality management system for accounting, audit and tax advisory services in accordance with the requirements of the standard **SR EN ISO 9001: 2008, certified by TUV Rheinland Romania**.



Since March 2009, BG CONTA became member of **Kreston International**, an association of experienced, independent accounting and business advisory firms, set-up in Chelmsford, England.

PARTNERSHIP

BG CONTA is lead by a team of three partners with local and international qualifications (certified chartered accountants, financial auditors, certified internal auditors (CIA), certified tax advisors, ACCA members and students, quality management auditors):

- **GHEORGHE BILTEANU**, Managing Partner
- **CARMEN COJOCARU**, Accounting & Audit Partner
- **EDUARD PAVEL**, Tax Partner

OUR TEAM

Our team consists of more than 35 certified professionals, namely: financial auditors, tax advisors, chartered certified accountants, certified internal auditors, ACCA members and students, liquidators, certified translators, candidates in the Chartered Financial Analyst Programme (CFA). We are highly skilled professionals and our work is aimed to add value to our clients businesses.



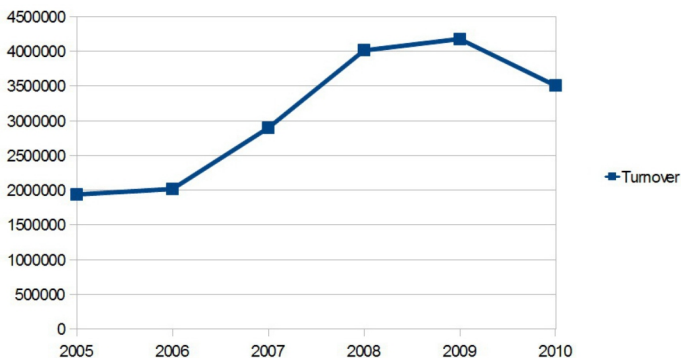
CLIENTS

Our main clients are multinational and local companies, joint-ventures which operate in a wide range of business fields (real estate, services, construction, production, commerce, IT, distribution, industry, etc.)

POSITION ON THE MARKET

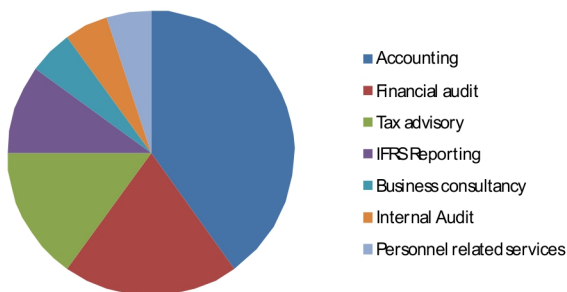
According to **the** classification of the Romanian audit and accountancy firms “Book of lists 2009” published by Bucharest Business Week (BBW), BG CONTA is on the **2nd place**. The list includes only local companies.

TURNOVER EVOLUTION



SERVICES

Structure of professional services



Our expertise and the quality of our services are translated into the increasing number of clients as well as by successful long term collaborations. We provide services in accounting, IFRS reporting, financial audit, internal audit, tax advisory, business consultancy and personnel related services.

Please find below a brief description of the services we provide:



■ ACCOUNTING

- Organizing the beneficiary's adequate accounts system and establishing the adequate accounting procedures;
- Maintaining clients' books and records in accordance with local rules and directives and preparing and filing all required reports and specifications.
- Drawing out and presenting of yearly accounts and financial statements;
- Monthly and quarterly assistance in preparing output accounting reports and accounting reconciliation, including the reconciliation between statutory and (company or group) management reports;

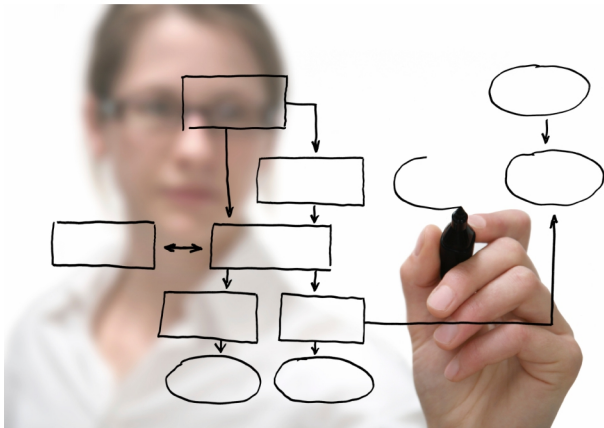


■ IFRS REPORTING

- Preparation of monthly, quarterly and annual financial statements according to IFRS using BG CONTA'S templates or / and client tailored packages

■ FINANCIAL AUDIT

- Statutory audit of financial statements prepared in accordance with local GAAP;
- Audit of IFRS financial statements and reporting packages;
- Other assurance and consulting services:
 - reviews;
 - agreed-upon-procedures;
 - related services;
 - due diligence;



■ INTERNAL AUDIT

- Performing of assurance and consulting internal audit assignments
- Outsourcing of internal audit services
- Assistance for the preparation and implementation of the internal audit procedures
- Review of the design and operational effectiveness of the internal controls implemented by the clients



■ TAX ADVISORY

- Direct tax advisory services (corporate tax, withholding tax, local taxes)
- Indirect tax advisory services (VAT, customs, excises)
- International tax planning services
- Tax due diligence, tax structuring services
- Tax audit support
- Representations and assistance in front of local tax authorities
- Tax compliance services



■ BUSINESS CONSULTANCY

- Consultancy services for the organization of the financial departments of the client companies;
- Training in the financial field for the employees of the clients financial departments;
- Support in preparatin of credit applications and clients auction files;
- Business planning
- Consultancy in case of litigation;
- Evaluation of the business potential;
- Consultancy in the process of acquisition / sale;
- Strategic planning;
- Administration of goods;
- Mergeres, spin-offs and termination of companies



■ PERSONNEL RELATED SERVICES

- Preparing, filing and registering individual and collective work contracts;
- Organizing the employment record books;
- Collection and review of payroll data;
- Preparation of gross salary schemes, net-to-gross salary scheme and calculation of foreign-currency-based salaries;
- Preparation of payment instructions for net salaries, social security contributions and wage taxes;
- Drawing out / Registering of the social security statements and similar declarations with the local authorities;
- Maintenance of labor records;
- Representation to the specific authorities, including in case of tax audits or work litigation;
- Personnel recruitment and training



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